

State of Alabama  
Personnel Department  
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Continuous Announcement

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## ABC SALES ASSOCIATE I - 11706

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Salary: \$22,272.00-\$32,287.20

Announcement Date: April 29, 2015

### **JOB INFORMATION**

The ABC Sales Associate I is a position with the Alabama Alcoholic Beverage Control Board. Positions are located throughout the state. Employees perform retail and/or wholesale work involving the selling and accounting for cash and stock in a state store dispensing alcoholic beverages. These functions require employees to be capable of lifting cases of merchandise weighing up to 53 pounds ranging in height from floor level up to six (6) feet to unload trucks, organize inventory, and stock/organize sales area. ABC Stores serve the public Monday through Saturday which requires employees to work nights, weekends, and/or holidays. Vacancies are filled by direct appointment. No examination is required. No employment register is maintained. Applicants meeting the minimum qualifications listed below may apply directly to the ABC Board or to the State Personnel Department to be placed on the direct appointment list for ABC Sales Associate I.

### **MINIMUM REQUIREMENTS**

- Graduation from High School or possession of a GED

### **NOTES**

- Employees in this class must be 21 years of age.
- Some positions may require a valid driver's license.

### **EXAMINATION**

- No examination is required.

### **HOW TO APPLY**

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.
- Applications for this class may be submitted directly to the ABC Board in person or online at [retail.jobs@abc.alabama.gov](mailto:retail.jobs@abc.alabama.gov), **OR** online, by mail, or by fax to the State Personnel Department. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

### **THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

**Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.**

**State of Alabama Personnel Department  
Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States listed below:
  - Southern Association of Colleges and Schools (SACS)
  - Middle States Commission on Higher Education (MSCHE))
  - Northwest Commission on Colleges and Universities (NWCCU)
  - Higher Learning Commission (HLC)
  - New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
  - Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)
2. Coursework or degrees from schools that have not been accredited by one of the above listed regional accreditation associations may be accepted if a *regionally accredited school*\* considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

\*The term "regionally accredited school" refers to an institution of higher education accredited by one of the above listed accreditation associations.